
Job Announcement

Grants Manager & Development Associate



New Mexico Voices for Children (NM Voices) seeks a talented Grants Manager & Development Associate to oversee grant writing, grant management systems, and grant compliance in order to help ensure the long-term sustainability of the organization. This person will

also work with the Executive Director and Director of Operations and Organizational Effectiveness to create and implement a fund development strategy and program.

About the Candidate

Successful applicants will have strong writing experience, preferably in writing grants or programs, excel at translating highly technical work into compelling language, already have or will quickly develop an understanding of the complex nature of policy and advocacy work, and

will thrive in an environment of collaboration, innovation, and inclusion. In addition to outstanding fundraising, writing, and tactical skills, NM Voices seeks someone with a deep commitment to racial, gender, and economic justice.

About the Job

A more than 30-year-old organization under new leadership, with a nearly \$2 million budget, NM Voices has a dynamic vision for program growth and impact that requires highly efficient management, expansion, and diversification of its current revenue streams. This is an exciting position for a fundraising professional with an entrepreneurial spirit looking to make their mark and build for the future. The Grants Manager & Development Associate will report to the Director of Operations & Organizational Effectiveness (DOOE) and will work closely with the Executive Director and the policy team.

Essential Functions, Duties & Responsibilities

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the employee, and an employee may be directed to perform other reasonably related job duties and responsibilities. New Mexico Voices for Children (NM Voices) reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this Job Description may be updated accordingly. This Job Description does not constitute a written or implied contract of employment.

1. Grants Management

- Creates and monitors all internal systems and processes associated with grants management, including:
 - Researching new funding opportunities;
 - Maintaining grants tracking systems and schedules;
 - Updating and maintaining organizational grant files; and
 - Maintaining calendar of all grant deadlines and grant documents on NM Voices' server.
- Supports stewardship efforts by ensuring that relationships between Executive Director, policy staff, and foundation representatives are built and maintained;
- Prepares for project leads first drafts of grant proposals and reports using standard NM Voices language and existing information on grant deliverables and outcomes;
- Works with project leads to manage grant proposal and report writing process;
- Conducts penultimate review of completed grant documents before final review by DOOE, Communications Director, and Executive Director;
- Assists in preparations for Board of Directors development committee meetings/conference calls related to grants and philanthropic funding partners;
- Researches, prepares background materials for, and manages special projects as assigned; and
- Other duties as assigned.

2. Fund Development

- Works with the DOOE to support and educate NM Voices staff and board on “Culture of Philanthropy”;
- Assists with development, drafting, and packaging of other applications and campaigns as requested;
- Supports DOOE in creation of the annual fund development plan;
- Supports design of, and works with relevant staff to ensure execution of, events and campaigns for fund development;
- Supports relevant staff in raising funds from individuals and corporations;
- Supports relevant staff in cultivating, stewarding and maintaining compliance systems and process related to foundations;
- Supports relevant staff in maintaining a grant management system for tracking grants and ensuring that proposals, deliverables, and reports for all grants are submitted on time;
- Maintains familiarity with tracking and classification of fundraising and donation revenue in accordance with the organization’s fund development plan and financial practices, including all internal tracking systems and protocols;
- Supports relevant staff in developing messages and schedules to ensure regular communication with and cultivation of donors regarding the needs of New Mexico children and families and opportunities to support the organization’s work; and
- Ensures timelines are met and reports on the status of activity and upcoming deadlines at weekly staff meetings.

3. Events

- Supports DOOE and development team in coordinating event logistics for annual and campaign-related events, including event budget, vendors, program, sponsorship materials, and day-of coordination; maintains invitation

- list, guest list, ticket sales, and secures event revenue from ticket sales, donations, and sponsorship; and
- Supports DOOE and development team in annual end-of-year fundraising campaign coordination as needed.

Qualifications

- A demonstrated commitment to NM Voice’s mission to improve the status, well-being and equity of New Mexico’s children, families, and communities in the areas of health, education, and economic security by promoting public policies through credible research and effective advocacy;
- A bachelor’s degree and experience in nonprofit fundraising with a demonstrated ability to meet deadlines, manage competing priorities, and work independently and as part of a team;
- Excellent writing, editing, and organizational skills, and the ability to communicate in compelling ways to a wide range of stakeholders about the importance of policy change, racial and ethnic equity, and advocacy campaigns;
- Ability to build and sustain robust, authentic, and productive working relationships with colleagues, including external partners and key stakeholders, across race and other group identities;
- Keen awareness of multiple group identities and their dynamics and ability to consistently bring a high level of self-awareness, empathy, and social skills to work and interpersonal interactions; and
- Ability to manage-up to organizational leadership, including the DOOE, Executive Director, and Board of Directors.

Preferred Qualifications

- Interest or experience in policy advocacy;
- Knowledge of Raiser’s Edge (or similar) CRM; and
- Experience assisting with special event coordination.

About Applying

Please send a letter of interest and resumé to Barbara Mike at bmike@nmvoices.org

This announcement will be posted until the position is filled. Combinations of academic, professional, and technical training in addition to work experience will be considered. NM Voices offers competitive salaries,

excellent benefits, paid vacation, a 35-hour work week, and a pleasant working environment.

NM Voices for Children is an equal opportunity employer and is committed to the recruitment and retention of individuals of underrepresented groups, including women, people of color, immigrants, individuals who have disabilities, are multilingual, multicultural, and members of the LGBTQI communities.

New Mexico Voices for Children

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